

Creating a Degree Plan



ENROLLMENT ADVISING

Tools You Need

- Academic Record (can be found on your “Student” page in InsideCBU)
- Degree Guide (can be found on your “Student” page in InsideCBU)

InsideCBU
California Baptist University

Sign Out | My Info | Portal Homepage My Homepage | Student

Student

All My Courses ?

CX - Enrollment -

CX - Academic Records -

Academic Record

GPA Projection

Degree Guide

Register for Classes
Student Schedule
Course Search

CX - Financial -

Tools You Need (continued)

- Requirements from **your** catalog (If you are not sure of your catalog year, you can locate it at the top of your Degree Guide. You can access your catalog online at <http://www.calbaptist.edu/academics/>):
 - General Education requirements
 - Major requirements (including concentration, minor, double major or anything else you have declared or are considering)
 - Graduation Check List
- Paper or a Degree/Course Planning Worksheet (available in the Advising office or at www.calbaptist.edu/advising)
- A calculator, highlighter, pencil and eraser
- The **most recent** catalog (which may be found at: www.calbaptist.edu/academics)

Why do I need to refer to two different catalogs?

Your Catalog - As a student at CBU, you are held to the General Education (G.E.), major, and minor requirements that were in effect when you started here. You must complete your G.E., major, and minor requirements as they are listed in your catalog year in order to graduate.

Current Catalog – While your G.E., major, and minor requirements do not change, the courses themselves do. Course descriptions, classifications, prerequisites, and course offering schedules are updated with each catalog year. Referring to the most recent version of the university catalog for course specific information means that you will have the most accurate information when writing your plan. Each year you should check your plan against the new catalog to ensure that you are up to date on any changes.

Step 1: Major Requirements

Print a copy of your major requirements from your catalog

Sample: Biology requirements from 2005-06 catalog

Biology Major (66 units) BS

Lower Division Requirements

| | | |
|-----|-----|--|
| BIO | 114 | General Botany with Lab |
| BIO | 146 | General Biology I with Lab |
| BIO | 148 | General Biology II with Lab |
| CHE | 115 | General Chemistry I with Lab |
| CHE | 125 | General Chemistry II with Lab |
| MAT | 145 | Mathematical Methods in the Natural Sciences or MAT 245 Analytical Geometry and Calculus |
| PHY | 214 | Physics for Scientists and Engineers I with Lab |
| PHY | 224 | Physics for Scientists and Engineers II with Lab |

Upper Division Requirements

| | | |
|-----|-----|-------------------------------------|
| BIO | 302 | Ecology |
| BIO | 305 | Microbiology with Lab |
| BIO | 313 | Genetics |
| BIO | 316 | Comparative Anatomy with Lab |
| BIO | 324 | Developmental Biology with Lab |
| BIO | 330 | Cell and Molecular Biology with Lab |
| BIO | 344 | Vertebrate Physiology with Lab |
| CHE | 351 | Organic Chemistry I with Lab |
| CHE | 352 | Organic Chemistry II with Lab |

Major Requirements (continued)

Use your Academic Record to:

- cross off the courses in your major that you have already completed.
- note the courses you are currently enrolled in.

(Note: If you transferred in or varianced coursework, you may need to reference your Degree Guide to see how those courses are applying to your major.)

| Academic Record | | | | | |
|-----------------|--------------|------------------------------|-------------|--------------|-------------------|
| Program | Advisor | Class | First Major | Second Major | Academic Standing |
| Undergraduate | ADVISING CTR | Sophomore | Biology | | Full Acceptance |
| Fall - 2005 | | | | | |
| Course | Section | Title | | Hours | Final Grade |
| CHE115 | B | General Chemistry I with Lab | | 4.00 | A |
| ----- | | | | ---- | |

Biology Major (66 units) BS

Lower Division Requirements

| | | |
|----------------|----------------|--|
| BIO | 114 | General Botany with Lab |
| BIO | 146 | General Biology I with Lab |
| BIO | 148 | General Biology II with Lab |
| CHE | 115 | General Chemistry I with Lab |
| CHE | 125 | General Chemistry II with Lab |
| MAT | 145 | Mathematical Methods in the Natural Sciences or MAT 245 Analytical Geometry and Calculus |
| PHY | 214 | Physics for Scientists and Engineers I with Lab |
| PHY | 224 | Physics for Scientists and Engineers II with Lab |

Upper Division Requirements

| | | |
|-----|-----|-------------------------------------|
| BIO | 302 | Ecology |
| BIO | 305 | Microbiology with Lab |
| BIO | 313 | Genetics |
| BIO | 316 | Comparative Anatomy with Lab |
| BIO | 324 | Developmental Biology with Lab |
| BIO | 330 | Cell and Molecular Biology with Lab |
| BIO | 344 | Vertebrate Physiology with Lab |
| CHE | 351 | Organic Chemistry I with Lab |
| CHE | 352 | Organic Chemistry II with Lab |

Step 2: Course Descriptions

In the most recent catalog, look up the Course Description for each course required in your major and note on your requirements page:

1. the semester(s) in which each course is offered,
2. the number of units for each course, and
3. the pre-requisites (if there are any).

Biology Coursework

| | | | |
|----------|--|------------------|--------------------|
| BIO 114 | General Botany with Lab (4) A study of the physiology, morphology, reproduction, and a survey of the plant kingdom, including fungi, algae, liverworts, mosses, ferns, gymnosperms and angiosperms. Emphasis will be placed on the development, reproduction and the relevance of plants to humans. Lecture (3 units) and required laboratory (1 unit). Additional lab fee. | Semester offered | Spring (odd years) |
| BIO 143 | Principles of Biology (3) An introductory course in biological principles intended for non-majors. Emphasis on scientific method; chemistry of life; interpretation of data; morphology and physiology of animals and plants; genetics; and current biological problems. Meets the general education requirement for natural sciences. | Number of units | Fall, Spring |
| BIO 143L | Principles of Biology Lab (1) Laboratory exercises in biology emphasizing basic scientific principles used in biology. Additional lab fee. Pre- or Co-requisite: BIO 143. | Pre-requisite | Fall, Spring |

Step 3: Bring it together

On your catalog page, note courses you have completed or are currently in and write the course offering and prerequisite information next to the courses that you have not yet taken.

Biology Major (66 units) BS

Lower Division Requirements

| | | | |
|----------------|----------------|--|--------------------------------|
| BIO | 114 | General Botany with Lab | Spring Odd Years (4.0) |
| BIO | 146 | General Biology I with Lab | Fall (4.0) |
| BIO | 148 | General Biology II with Lab | Spring (4.0) |
| CHE | 115 | General Chemistry I with Lab | Completed |
| CHE | 125 | General Chemistry II with Lab | (In Progress Spring 2006 4.0) |
| MAT | 145 | Mathematical Methods in the Natural Sciences or MAT 245 Analytical Geometry and Calculus | |
| PHY | 214 | Physics for Scientists and Engineers I with Lab | Prerequisite: MAT145 or MAT245 |
| PHY | 224 | Physics for Scientists and Engineers II with Lab | Prerequisite: PHY214 or MAT245 |

Upper Division Requirements

| | | |
|-----|-----|-------------------------------------|
| BIO | 302 | Ecology |
| BIO | 305 | Microbiology with Lab |
| BIO | 313 | Genetics |
| BIO | 316 | Comparative Anatomy with Lab |
| BIO | 324 | Developmental Biology with Lab |
| BIO | 330 | Cell and Molecular Biology with Lab |
| BIO | 344 | Vertebrate Physiology with Lab |
| CHE | 351 | Organic Chemistry I with Lab |
| CHE | 352 | Organic Chemistry II with Lab |

Step 4: Course Planner

Plug in the courses required for your major on the Course Planner worksheet according to the pre-requisite order and when the courses are offered.

Sample: Course Planner

Fall 2006

| Course # | Title | Units |
|----------|-------------------|-------|
| BIO146 | General Biology I | 4.0 |

total units _____

Spring 2007

| Course # | Title | Units |
|----------|--------------------|-------|
| BIO148 | General Biology II | 4.0 |
| BIO114 | General Botany | 4.0 |

total units _____

Step 5: General Education (GE)

On your Degree Guide, highlight all remaining courses in your General Education. ***DO NOT highlight GE requirements which will be met by your major courses!***

Sample:

-COMMUNICATION ARTS (In Progress)

Complete three (3) units in COA***, JRN***, SPC***, THE***

SPC***** Oral Communication SPC113 SP06 3.00 IPC

-PHILOSOPHY (Completed)

Complete three (3) units in PHI***

PHI***** Basic Reasoning PHI233 SP05 3.00 B

-U.S. HISTORY (Outstanding)

Complete three (3) units from the following:

HIS213,223,311,383,393, 427,443,472,474,476,478,493.

SCIENCE OR KINESIOLOGY (Met by Biology major)

Complete an additional four (4) units in BIO***, CHE***, MSC,***, PHY***, PSC***, or KIN***

General Education (continued)

When plotting your GE classes on your course planner,
keep in mind that:

- **ENG113 & ENG123 MUST** be taken in consecutive semesters, upon entry to the University. If you are enrolled in ENG103 or ENG113 for the current semester you will need to plan for and take the next level of English Composition next semester.
- Competency Requirements (located at the top of the GE portion of the Degree Guide) should be fulfilled by the end of your Sophomore year.
- 9.0 units of your G.E. coursework must be designated as Multicultural
- 9.0 units of your G.E. coursework must be designated as Interdisciplinary
- 12.0 units of the Core of your G.E. must be taken at the upper division (300 and 400) level

Step 6: Course Planner

Plug in your remaining GE courses. *Keep track of how many units you are plugging in for each semester.* (Note: 15-16.0 units each semester for 4 years, without summer school, is enough to complete most majors “on time.”)

Sample: Course Planner

Fall 2006

| Course # | Title | Units |
|----------|-------------------------|-------|
| BIO146 | General Biology I | 4.0 |
| HISXXX | U.S. History | 3.0 |
| LANXXX | Foreign Language I | 3.0 |
| ENGXXX | English above 123 level | 3.0 |
| CSTXXX | Christian Studies | 3.0 |

total units 16.0

Spring 2007

| Course # | Title | Units |
|----------|---------------------|-------|
| BIO148 | General Biology II | 4.0 |
| BIO114 | General Botany | 4.0 |
| LANXXX | Foreign Language II | 3.0 |
| CSTXXX | Christian Studies | 3.0 |
| POLXXX | Political Science | 3.0 |

total units 17.0

To Finish:

- Check how many units you have plugged in each semester.
- Check your overall units – have you planned to meet all requirements, for example, 124.0 units total and 39.0 units of Upper Division to graduate?
- Check your Interdisciplinary, Multicultural and Upper Division GE units.

Be sure you meet ALL requirements:

1. Major Requirements

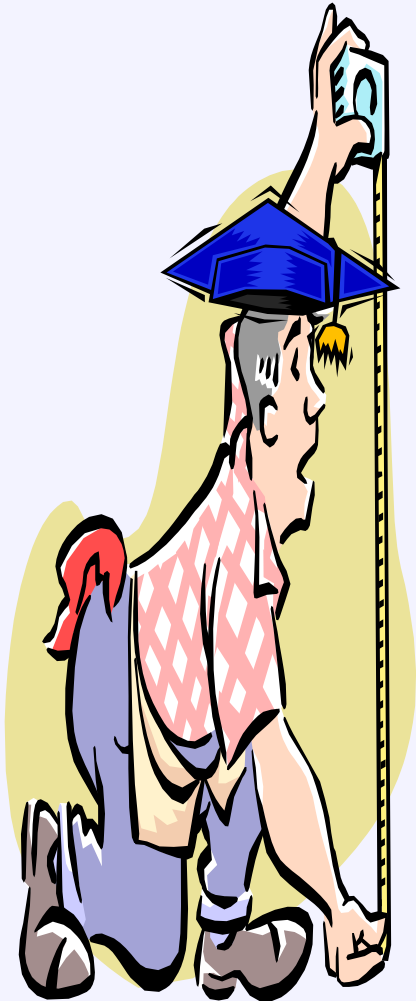
2. General Education Requirements

3. Graduation Requirements

Degree Requirements for Graduation

All General Education (G.E) Requirements Must Be Completed.

All Major/Minor/Concentration Requirements Must Be Completed.



- Total Units Required: **124**
- Total Units Required in Residence: **36**
- Total Upper Division (U.D.) units required: **39**
- Total U.D. units Required in Residence: **30**
- Total units required from a 4-year institution: **54**
- Minimum GPA required: **2.0**
- Total G.E. Interdisciplinary (I) and Multicultural (M) required: **9.0 (I) 9.0 (M)**
- Total U.D. required within CORE G.E.: **12.0**

What are Electives?

(And how do I know how many I need?)

An *elective* is any course taken (with credit given at CBU) which is not meeting a specific G.E., major, minor, or concentration requirement.

You can calculate your elective requirements in the following way:

- 1) Start with the **124** units needed to graduate.
- 2) Subtract the number of units you have earned to date. (***Do not include coursework you are currently enrolled in.***)
- 3) Subtract the number of units required to complete your G.E. (***Include coursework you are currently enrolled in.***)
- 4) Subtract the number of units required to complete your major, minor, and concentration. (***Include coursework you are enrolled in.***)
- 5) Subtract the number of units you are currently enrolled in which are not meeting any G.E., major, minor, or concentration requirements.
- 6) Get the total. If the total is a **positive** number, this is how many elective units you will need to reach 124. If the total is a **negative** number, you do not need any additional elective units.

124 *units needed*

-91 *units earned*

-4 *units needed in G.E.*

-9 *units maj/min/conc.*

17 *units still needed
as elective!*

Helpful Tips and Hints

For General Education:

- All G.E. requirements (except ENG113/123 and your Competency requirements) may be taken in any semester and any order you choose. So, if on your course planner you have 3.0 units of PHI but the Philosophy course you want doesn't work with your major courses that semester or isn't offered, you can simply trade PHI out with a GE requirement you had placed in a different semester.
- *When choosing your G.E. courses, keep the following in mind: Our G.E. is very open and allows for you to choose which courses you take to meet G.E. requirements. This was designed to allow you to pick and choose courses which are of personal interest and which will be of benefit to you in your career goals.* In choosing your G.E. classes, take advantage of this and pick courses you are interested in, rather than just what fits best in the time slot you want.

For Major Requirements:

- Each semester, register for your required major courses *before adding G.E. courses* so that you don't get behind on your major coursework.
- *Always check for prerequisites!* Check the new catalogs that come out every year for changes in prerequisites. You will be held to your catalog for the courses required to meet your major, but things like prerequisites and when courses are offered can, and sometimes do, change. You will be held to these changes even if you are not aware of them. New catalogs are posted online at www.calbaptist.edu/academics. **Important:** *Some majors have courses with consecutive prerequisites that do not allow for a student to finish the major coursework in 2 years.*
- Start taking lower division major courses as soon as possible. For most majors, lower division courses in the major are prerequisite to some upper division coursework.

(Major Requirement Tips Continued)

- Don't stress about getting all of your G.E. done in your first two years. In fact, if possible, it is recommended to take a balance each semester of major coursework and G.E. Though you will find that the majority of your G.E. gets finished in your first two years, very few majors recommend taking all G.E. in the first 2 years and all major work in the last 2 years. Some majors don't offer enough major courses every semester to be able to have a full load of only major coursework in any given semester.
- Be sure you know your major faculty and talk with them and your major's Dean or Department Chair for additional advice, any changes or new curriculum options, any concerns you may have, or any career ideas or information that you are interested in discussing.

IMPORTANT:

Please Note: You are responsible to know your catalog requirements and ultimately you will be held to the requirements as they are listed in your catalog, so be sure you are following your catalog. If there are discrepancies between your catalog and other information you have been given, talk to an Enrollment Advisor, talk to your major's Dean or Department Chair, and check the online copy of the catalog found on the CBU website under "Academics."

Your feedback is important to us!

The Advising office is working to make our online tools as accessible and easy to follow as possible. If you have any questions, comments, or suggestions on how to improve this Advising tool please email us at Advising@calbaptist.edu.